

## **CALL FOR APPLICATIONS**

### **Head of Unit (AD9) Human Resources, Administration, ICT EIT (Budapest)**

**Ref.: EIT/TA/2009/05**

The European Institute of Innovation and Technology (EIT), established on 11 March 2008 by the European Parliament and the Council, aims to become a flagship for excellence in European innovation. The EIT is the first European initiative to integrate fully the three sides of the 'Knowledge Triangle' (higher education, research, business-innovation) and will seek to stand out as a world-class innovation-oriented reference model, inspiring and driving change in existing education and research institutions. Conceived with a clear market-driven focus, the EIT will favour sustainable economic growth and job creation throughout the Union by generating new skills, products, services and business responding both to public demand and to the needs of the knowledge economy.

The EIT is now organising a call for expressions of interest with a view to establishing a reserve list for Temporary Agents (5 years renewable contract) for the position of Head of Unit in charge of Human Resources, Administration and ICT, reporting directly to the EIT Director. The place of employment will be Budapest, where the EIT seat is located.

More information about the EIT, its structure and activities can be found on: <http://eit.europa.eu>.

### **The job**

#### **1 Profile**

To lead and manage the Human Resources, Administration, and ICT Unit, by defining the expected results and ensuring its staff delivers the work required to implement the unit's work program in the context of the EIT's mission and objectives, while enabling the staff to develop their potential.

#### **1.1 Tasks**

The Head of unit of HR, Administration and ICT will support the work of the EIT by performing the following tasks:

#### **Management and planning of the Unit & its staff**

- Contribute to the definition of the Unit's strategic objectives and adopt its operational work program as well as its regular adaptation.
- Establish and follow up Unit's organisation and ensure effective distribution of duties and responsibilities to unit staff.
- Evaluate fulfilment of objectives and report to the hierarchy on results achieved.
- Verify the conformity of decisions and operations with official regulations and procedures, such as Internal Control Standards and Staff Regulations, to ensure that the Unit meets all its obligations.
- Ensure effective People Management within the unit. This involves in particular the approval of job descriptions, the establishment of an annual appraisal process, the monitoring of individual objectives accomplishments, the approval of participation in training actions and the selection of candidates to vacant jobs.

- Maintain interactive communication with his/ her team, so that staff is informed on all relevant policy and strategic aspects affecting the Unit work and get appropriate feedback on their actions.
- Approve, authorise and/ or give an opinion on requests regarding personnel administration (i.e. leave, part-time work, external activities, etc.).

### **Budget planning and monitoring**

- Establish the budget requirement, decide the internal allocation within the unit and manage the implementation of annual budgetary resources allocated to the unit, in order to support in the most effective manner the policies and priorities of the EIT.
- Supervise and control financial transactions relating to the work program of the unit covering organisational as well as administrative aspects (meetings, missions, contracts etc).
- Verify and validate in his/ her capacity of sub-delegated authorising officer the financial and budgetary aspects of projects carried out under his/ her responsibility.

### **Co-ordination consultation and communication at unit level**

- Contribute to enrich internal communication and knowledge sharing within the EIT.
- Contribute to the EIT work programme.
- Consult and / or negotiate with other Institutions and / or services on issues of relevance to Unit's work programme.
- Represent the unit and / or the EIT within the Institutions on issues of relevance to the work of the Unit or the EIT.
- Provide advice to the hierarchy.

### **EIT project management**

- Steer and supervise preparation (plus required studies) and ensure that all the necessary conditions (institutional, budgetary, logistical, etc.) are met when launching projects related to the areas of Administration, ICT and Human Resources Management. This includes the validation of call for proposals and contracts prepared by the unit.
- Monitor overall progress and the respect of EIT rules on correct administrative, contractual and financial management, particularly with regard to procurement rules
- Ensure appropriate evaluation and reporting on the execution of projects.

### **Representation and negotiation on behalf of the EIT**

- Represent the EIT in external and internal events relevant to the interest of it.
- Participate (or arrange for a substitute to participate) in external and internal events.
- Maintain regular contacts with relevant internal services and external bodies with a view to representing the interest of the EIT and to being constantly up-to-date on the development of the EIT or EU policies relevant to the EIT 's sphere of action.

### **Financial authorisation**

- Verify that the necessary tasks and checks have been carried out by those responsible for initiation and verification.
- Authorise (or refuse) operations and exceptions.
- Validate the budgetary commitment, payment order, forecast of revenue or recovery order and debit note.
- Sign the formal documents in the framework of calls for proposals, including the award decision (fiche recapitulative) and the letters to all candidates.
- Sign legal commitments.
- Record explicitly decisions for transactions containing exception request or where the Authorising Officer is asked to decide whether or not to over-rule in accordance with the Exceptions Procedures.

## **Qualifications and experience required**

### **2 Eligibility criteria**

#### **2.1 General conditions**

By the closing date of this call candidates must:

- be nationals of a Member State of the European Union or an EFTA State<sup>1</sup>;
- enjoy their full rights as citizens;
- have fulfilled any obligations imposed by national laws concerning military service;
- meet the character requirements for the duties involved;
- be physically fit to perform their duties.

#### **2.2 Education**

- Candidates are required to have a level of education which corresponds to completed university studies of at least four years attested by a diploma, or;
- a level of education which corresponds to completed university studies of a least three years attested by a diploma together with an additional year of relevant professional experience.

Only qualifications issued by EU Member State authorities and qualifications recognised as equivalent by the relevant EU Member State authorities will be accepted.

#### **2.3 Experience**

Candidates must have, at the closing date for applications, professional experience of at least 12 years<sup>2</sup> (at least 13 years in the case of completed university studies of less than 4 years), including professional experience directly relevant to the tasks of at least 6 years.

Newly appointed heads of unit shall be required to follow a management preparation course before or within three months of taking up their duties. Management courses listed in the Commission's training catalogue and followed by an applicant during the five years prior to publication of the post may be validated by the appointing authority as management preparation courses.

##### **2.3.1 Languages skills**

As the predominant working language of the EIT is English, candidates must therefore have a very good command of oral and written English.

### **3 Selection criteria**

Essential:

- Managerial experience of at least 3 years
- Suitability to perform the tasks described in Section 1.1,
- Excellent communication skills, both oral and written

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<sup>1</sup> Iceland, Norway, Switzerland, and Liechtenstein.

<sup>2</sup> Professional experience will be counted from the date on which the applicant acquired the minimum qualification for access to the profile in question (University degree for AD posts). Only duly documented professional activity (i.e. remunerated employment or self-employment) is taken into account. Part-time work will be taken into account in proportion to the percentage of full-time hours worked. Periods of education or training and unremunerated traineeships are not taken into account. Fellowships, grants and PhDs can be counted as professional experience up to a maximum of 3 years. Any given time period can be counted only once (e.g. if the applicant had a full-time job and did freelance consultancy work in the evenings and weekends, the days spent on the latter will not be added to the period of the former).

- Good negotiation skills
- Excellent organizational, administrative and problem-solving skills

Advantageous:

- Experience of working in a multicultural environment, preferably with a multidisciplinary approach
- Ability to work well under pressure and to respond quickly to new demands
- Specialist knowledge in one or more of the fields of Human Resources Management, European Public Administration and IT tools and systems
- Knowledge of the European Union, its institutions and its policies;
- Specialist knowledge in the fields of innovation, research and/ or higher education policies
- Knowledge of the Hungarian language

## **The Selection process**

### **4 How to apply**

Please consult the Guide for Applicants on the [EIT](#) website. It contains detailed instructions to help you submit your application correctly.

Only applications online through the EU CV Online system<sup>3</sup> will be accepted.

To apply, you must register in the EU CV Online system via the link provided in the EIT website, and follow the instructions there concerning the various stages of the procedure. Applications should be made in English. **Before applying, you should carefully check whether you meet all the eligibility criteria.**

It is your responsibility to complete your online registration in time. We strongly advise you not to wait until the last few days before applying, since heavy Internet traffic or a problem with the Internet connection could lead to your online registration being interrupted before you complete it, thereby obliging you to repeat the whole process. Once the deadline has passed, you will not be able to register.

No supporting documents are required at this stage – these will be required later from candidates invited to interview (see section 5.3).

On completion of your online registration, you will receive on screen a registration number, which you must note. Once you receive this number, the registration process is finished. This will be your reference number in all matters concerning your application. If you do not receive a number, your application has not been registered!

An acknowledgement of your application will be sent to the e-mail address indicated in your application. It is your responsibility to verify that you provide the correct e-mail address.

**Deadline for applications: 17 July 2009 at midday (Brussels time)**

## **5 Steps of the selection procedure**

### **5.1 Admission to the selection procedure**

After the deadline for online registration, the selection committee will check the submitted applications against the general and specific conditions described in Sections 2 and 3.

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<sup>3</sup> The EU CV Online, managed by the European Commission, is the tool used by the EIT for recruitment purposes. Instructions of use can be found on the EIT's Guide for Applicants, on the EIT website.

## **5.2 Initial assessment of the applications**

The selection committee will assess each eligible application according to the qualifications and training, professional experience and motivation of the candidate with respect to the profile described in Section 1.1.

## **5.3 Invitation to interview**

Upon completion of the profiles' evaluation, the most suitable candidates for the post will be invited to an interview which will be held in Brussels.

*Details of the time, date and address of the interview will be communicated to candidates in due time.*

Candidates invited to an interview will be requested to submit, on the day of the first interview, a non-certified copy of their diploma(s) and evidence of their professional experience, clearly indicating the starting and finishing dates, the function(s) and the exact nature of the duties carried out.

Prior to contract signature, the successful candidate(s) will be required to provide original versions of documents proving the eligibility criteria.

## **5.4 The interview**

An interview with the selection committee will enable it to carry out an assessment of the candidate according to the selection criteria described in Section 3.

The Interview will be conducted mainly in English. The candidate's knowledge of an official language other than English may be assessed.

## **5.5 Verification of documents and scrutiny**

The candidates' application will be checked against supporting documents provided in order to confirm the accuracy and eligibility of the application.

If, at any stage in the procedure, it is established that the information in an application has been knowingly falsified, the candidate will be disqualified from the selection process.

You will also be disqualified if you:

- do not meet all the eligibility criteria;
- do not provide all the required supporting documents.

## **5.6 Reserve list**

The selection committee will place the most suitable eligible candidates on a draft reserve list. This draft will be submitted to the Director of the EIT for approval. The adopted, unranked reserve list, which will be in alphabetical order, will be valid until end of 2010, with a possible extension.

Inclusion on a reserve list does not imply any entitlement to employment in the EIT. Candidates placed on a reserve list may be required to undergo a competency assessment test.

## **5.7 Information**

The text of this Call for Expressions of Interest contains all the information required. If you should nevertheless have a question, please consult the Guide for applicants on the EIT website. If you do not find the answer there, you may send an e-mail to [EIT-JOB-VACANCIES@ec.europa.eu](mailto:EIT-JOB-VACANCIES@ec.europa.eu) clearly mentioning your registration number and the nature of your request.

## **Other important information**

### **6 General information**

#### **6.1 Equal opportunities**

The EIT applies a policy of equal opportunities and accepts applications without discrimination on any grounds.

#### **6.2 Selection committee**

A selection committee will be appointed. Please note that the Selection Committee's internal proceedings are strictly confidential and that any contact with its members is strictly forbidden.

#### **6.3 Approximate timetable**

The selection process may take some months to be completed; no information will be released during this period.

#### **6.4 Recruitment conditions / Career**

Successful candidates may be offered a contract as a temporary agent in accordance with Article 2a of the [Conditions of employment of other servants of the European Communities](#) for an initial period of 5 years. The place of employment will be Budapest, after a possible initial period in Brussels.

The contract may be renewed for a further period of up to 5 years.

#### **6.5 Remuneration**

Successful applicants who are offered a contract of employment will be placed on entry into service in step 1 or step 2 of the AD9 grade, according to the length of their professional experience. The basic monthly salaries for grade AD9 Heads of Unit, as at 1 January 2009, are:

- Step 1: €7.155,35
- Step 2: €7.456,03

#### **6.6 Protection of personal data**

As the body responsible for organising the competition, the EIT ensures that applicants' personal data are processed as required by Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data (Official Journal of the European Communities, L 8 of 12 January 2001). This applies in particular to the confidentiality and security of such data.

### **[Continue here for the application form](#)**

If you have a problem with the above link, you may copy and paste the following link into your Web application.

[https://ec.europa.eu/dgs/personnel\\_administration/open\\_applications/CV\\_Cand/index.cfm?fuseaction=premierAcces&CFID=43272198&CFTOKEN=59090936&jsessionid=22101a0999d13673533eTR&langue=EN](https://ec.europa.eu/dgs/personnel_administration/open_applications/CV_Cand/index.cfm?fuseaction=premierAcces&CFID=43272198&CFTOKEN=59090936&jsessionid=22101a0999d13673533eTR&langue=EN)